



Office of General Services Food Distribution

Entitlement/Bonus Summary Report

The Entitlement/Bonus Summary Report provides a summary of a school/childcare's beginning entitlement balance, remaining entitlement balance, DOD and/or Pilot program allocation, and bonuses for the current or previous school years.

Understanding the Entitlement/Bonus Summary Report

Beginning Balance is balance of entitlement available to a school at the beginning of the school year. This is a dollar value.

DOD Fresh Amount is the dollar value of entitlement allocated to the DOD Fresh Fruits and Vegetables and/or Pilot programs. DoD Fresh and Pilot are only available to recipients in the National School Lunch Program (NSLP).

Ent. Order Total is the dollar value of entitlement ordered through WBSCM, this does not include DoD Fresh as that is ordered through the Fresh Fruit and Vegetable Order Receipt System (FFAVORS).

Ent. Pounds is the amount of entitlement pounds ordered through WBSCM , this does not include DoD Fresh as that is ordered through the FFAVORS system.

Ent. Balance is the amount of entitlement remaining after DOD/Pilot, Direct Delivery, and Diverted Pounds have been allocated. I.E. Beginning Balance minus the sum of DoD Fresh and Ent. Order Total equals Ent. Balance.

How to Run the Entitlement/Bonus Summary Report in WBSCM

1. Log into WBSCM → Click Reports → Click Entitlement Management → Click Entitlement/Bonus Summary Report.
2. Enter the Program (i.e., NSLP).
3. Enter the Program Year (for example, if for the 2021-22 School Year, enter 2022)
4. Click Execute.
5. Export to Microsoft Excel** (Pop-ups must be enabled for this website)



** A PDF version is available, but it does not provide all information available. OGS recommends that you utilize the Microsoft Excel version of this report as it provides all available information.

1. Log into WBSCM > Click on Reports > Entitlement Management > Entitlement/Bonus Summary Report

The screenshot shows the USDA Web Based Supply Chain Management (WBSCM) interface. At the top, there are logos for USDA and WBSCM. Below the logos, there are navigation tabs: Home, Operations, Admin, Reports, and Help. An orange arrow labeled '1' points to the 'Reports' tab. Below the tabs, there is a breadcrumb trail: Order Processing > Entitlement Management > Entitlement/Bonus Summary Report. An orange arrow labeled '2' points to 'Entitlement Management' in the breadcrumb, and another orange arrow labeled '3' points to 'Entitlement/Bonus Summary' in the left-hand menu. The main content area is titled 'Reports : Input Criteria' and contains a form for the 'Entitlement/Bonus Summary Report'. The form includes fields for Program (nslp), Program Year (2022), SDA Region Code, RA / SDA Number (4000529), and Sold-To State. There are 'Execute' and 'Print PDF Output' buttons, a 'Reset Values' button, and a 'Show Variants' link. A note at the bottom states: 'NOTE: For Disaster funding that spans multiple program years, the values are reported in the program year that the Disaster assistance ends.'

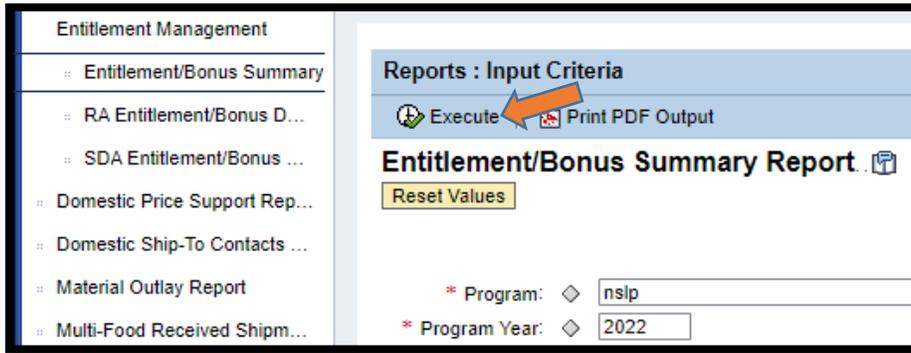
2. Enter the Program and the Program Year.



For example, if the current school year is 2021 – 22, the Program Year should be 2022.

This is a close-up view of the 'Entitlement/Bonus Summary Report' form. The 'Program' field is set to 'nslp' and the 'Program Year' field is set to '2022'. Orange arrows point to these two fields. Other fields include 'SDA Region Code', 'RA / SDA Number' (4000529), and 'Sold-To State'. The 'Execute' and 'Print PDF Output' buttons are visible. The 'Reset Values' button and 'Show Variants' link are also present. The note at the bottom is the same as in the previous screenshot.

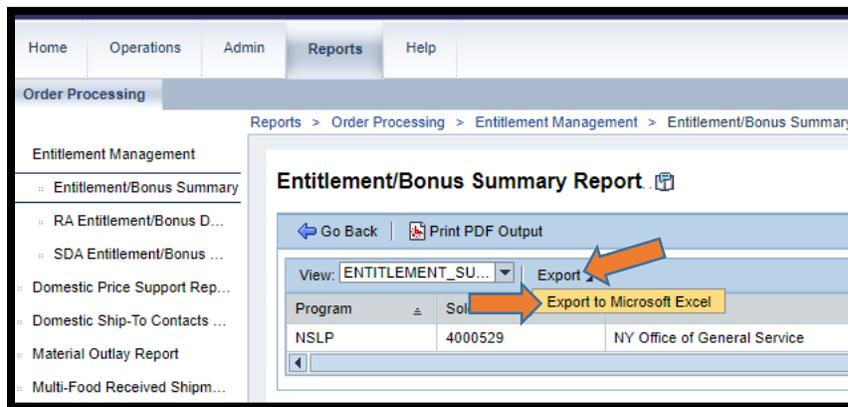
3. Click Execute.



4. Export the results to Microsoft Excel.



A PDF version of this report is available but does not provide all available information. Exporting results to Microsoft Excel file is suggested as it provides all available information.



How to Review the Entitlement Bonus Summary Report

Each column of the Entitlement Bonus Summary Report provides information pertaining to a school's entitlement and entitlement allocation for the current and for previous school years.

Program	Sold-To Party	Sold-To Name	Sold-To City
NSLP/CACFP.	Your Schools WBSCM ID #.	Your School's Name.	Your School's City location i.e., ALBANY.

Sold-To State	Program Year	Beginning Balance	DOD Fresh Amount
Your School's State i.e., NY.	Program Year/School Year.	Your school beginning entitlement balance at the start of the School Year.	Amount of entitlement allocated to DOD Fresh Fruits and Vegetable and/or Pilot Programs.

Ent. Order Total	Ent. Pounds	Ent. Balance	Bonus Order Total
Total ordered (excluding DOD Fresh Amount).	Total Lbs. (excluding DOD Fresh Lbs.).	Amount of Entitlement Remaining.	Total Bonus.



- Beginning Balance may be different around September/October. This is because USDA updates Average Daily Participation from each school's previous school year during this time.
- School can spend up to 5% over their entitlement amount remaining after DOD and/or Pilot program allocations have been made: $(\text{Beginning Balance} - \text{DOD Fresh Amount}) * 1.05$.

Bonus Pounds	Trade Pounds	Trade Order Total
Total Bonus Lbs.	Total Trade Lbs.	Total Trade Order.